

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 03-03	Effective Date: 05/09/07	Revision Date: 05/09/07
Subject: Detention Intake Screening		

**I. Policy Statement**

A standardized intake screening process will be conducted at all JJS detention centers within four hours of admission. Screening results will be used to determine physical or mental health issues that may require an immediate response.

**II. Rationale**

The purpose of this policy is to standardize the screening process for all juveniles entering a detention facility in the State of Utah.

**III. Procedures**

- A. Staff shall administer the Initial Health Screen and the MAYSI-2 screening to all juveniles entering a detention facility in the State of Utah within the first four hours after admission and before the youth is assigned a room.
- B. Staff shall administer the Initial Health Screen and the MAYSI-2 screening to all juveniles at every intake/admission, regardless of frequency, or the number of times in detention. This does not apply to re-entry from court or other off-campus appointments.
- C. Staff shall complete the Initial Health Screen by interviewing the youth and completing the standardized form (attached).
- D. Staff shall complete the MAYSI-2 screen by entering the demographic information on the MAYSI-2 for each youth, and stay in nearby proximity while the youth completes the screening process on the computer.
- E. Staff shall use information from the Initial Health Screen, the MAYSI-2 screen, and any other collateral information to determine behavior or mental health issues that may need an immediate response.
- F. Possible responses may include a secondary screening, referral to a nurse or medical personnel, increased supervision, placement in a camera room, and or referral to outside agency for mental health consultation.
- G. Staff shall complete the following steps to administer, interpret, and respond to the Initial Health Screen, the MAYSI-2 screen, and any collateral information:

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1. Administration:
  - a. Interview the youth using the questions on the Initial Health Screen. Ask follow-up questions to clarify answers.
  - b. Gather demographic information and charges from intake information.
  - c. Create a case file for the youth in the MAYSI-2 program using the gathered information.
  - d. Stay in close proximity and have the youth complete the MAYSI-2 in a room where there are no distractions.
  - e. After the youth has completed the MAYSI-2 testing, the computer will automatically score the responses for each scale and produce a report.
  - f. View the report and document results in the youth's file/notes.
  - g. Check for additional information from parents, PO (parole officer), CM (case manager), or the court.
2. Interpretation/ Decision Rules for Responding:
  - a. Juveniles above the **Warning** cut-off on two or more scales shall receive a second screening interview and possible clinical consultation or referral.
  - b. Juveniles above the **Warning** cut-off on the Angry-Irritable scale shall receive additional monitoring to identify or avoid harm to others.
  - c. Juveniles above the **Caution** cut-off (but not into the **Warning**) on the Suicide Ideation scale shall be SPS tested to deny or confirm the need for suicide watch.
  - d. Juveniles above the **Warning** cut-off on the Suicide Ideation scale shall be automatically placed on suicide watch.
  - e. Juveniles **below the Caution** cut-off, but with a suicide self or staff rating more than zero and two or more questions on the Initial Health Screen answered "yes", shall be SPS tested to deny or confirm the need for a suicide watch.
  - f. Juveniles **above the Warning** cut-off on the Somatic Complaints scale or need is indicated on the Initial Health Screen may receive a second screening interview or a referral to medical personnel if necessary.
3. Additional Responses:
  - a. Staff shall place any youth on suicide watch that scores **above the Warning** cut-off on suicide ideation, has an SPS T-score of 70 or above, **or** collateral information (PO/court ordered, verbalized, parent's request) indicates the need.
  - b. Staff shall notify parents, probation officers, and case managers/workers when juveniles are placed on suicide watch.
  - c. Staff shall make room assignments based on the information gathered during the intake process.

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- H. Staff shall document MAYSI-2 results, SPS T-score (if tested), Initial Health Screen ratings, collateral information, and any response or actions taken, using the form provided (attached), and place it in the youth's file.
- I. Previous screening information shall not be used for future admissions.
- J. Screening results and documentation are for use in the detention center to identify risks and or behaviors that may require an immediate response or intervention. Thus, mental health screening information stays in the detention center and is not shared for other purposes.

**IV. Continuous Renewal**

This policy shall be reviewed two (2) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Jody Valantine, Chair  
Board of Juvenile Justice Services

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05/09/07  
Date

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Dan Maldonado, Director  
Division of Juvenile Justice Services

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